

Professional and Managerial Branch
General Administration Group
Administrative Series

DEPUTY CITY CLERK

10/01 (REB)

Summary

Under direction, act on behalf of City Clerk as authorized designee when necessary, and oversee day-to-day administration of the office.

Typical Duties

Direct or perform delegated standard official functions to assist City Clerk as required. Involves: obtaining items for City Council meeting agendas; preparing and presenting agendas; briefing City Council members on agenda items; taking, preparing and archiving minutes; polling Council Members to record votes; preparing final copies of documents approved by City Council; indexing, recording and filing City Code books and other vital documents, such as bonds, contracts, deeds and ordinances and resolutions requiring certification, seals or attesting signatures; countersigning and attesting to items and documents issued by the Mayor or City Comptroller; posting and ensuring public access to proposed and enacted City ordinances and official records, and otherwise preparing such documents as directed; issuing notices required under regulations and ordinances; conducting research utilizing archive and other data sources to locate, collect, record, analyze or evaluate validity of data; reviewing findings with supervisor and City officials as directed, and reporting on completed projects; studying records retention regulations, summarizing and editing permanent records, and directing document location, collection, archiving and disposal as authorized; holding and maintaining the City seal and affixing to instruments as required; signing approved subdivision maps; recording official appointments; ensuring petitions are properly completed; assisting in conduct of General and Pension Board elections; monitoring elections for compliance with State elections rules and procedures.

Coordinate and perform office management and secretarial services for City Clerk's office. Involves: reviewing and analyzing routine administrative procedures, recommending and effecting approved process improvements and cost reductions; maintaining internal office files, overseeing records maintenance, retrieval and retention procedures; retrieving records as directed; maintaining operating inventory levels by ordering materials and supplies, verifying receipt, reviewing usage and reporting variances to supervisor; monitoring and redistributing office work to balance flow as necessary; preparing financial, statistical and operating reports; researching costs; recommending operating budget expenditures; editing and assembling department budget documents in final format; recording and analyzing expenditures, and reporting deviations from budget to supervisor and recommending corrective action; administering office petty cash account; providing secretarial services to City Clerk, such as scheduling and maintaining calendar of appointments and activities, arranging meetings and conferences, screening calls and visitors; independently composing designated business correspondence or preparing correspondence for supervisor's signature, and making and distributing copies; conducting and reporting on special inquiries as directed.

Supervise assigned non-supervisory clerical employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for subordinates or coworkers as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under general supervision; logging activities, and preparing recurring or special activity or status reports; ensuring work area and equipment are maintained in an orderly and safe manner.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, social science or a related field, plus three (3) years administrative experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: modern office management principles and methods. Considerable knowledge of: local government administrative processes and procedures; public relations; supervisory and research practices and techniques. Good knowledge of: manual and computerized official document records management including legal requirements such as for certification, retention, disclosure and disposal; financial control systems operations.

Ability to: plan, organize and direct cataloging, indexing, cross referencing and archiving a wide variety of City legal documents, official records and meeting minutes; read, analyze and interpret common business and financial reports, and legal documents as to form; write reports and documents conforming to prescribed style and format; apply concepts of basic algebra to make calculations such as discounts, interest, proportions and percentages; define problems, collect data, establish facts and draw conclusions; interpret technical instructions in various formats to deal with abstract and concrete variables; meet, deal with, support and maintain effective working relationships with City elected and appointed officials, regulatory agencies, representatives of business and other public and private organizations to explain and interpret information when rendering service, carrying out policies or maintaining coordination; express oneself clearly and concisely in writing and orally; analyze and act on financial data; control and analyze office procedures; establish work standards; firmly and impartially exercise delegated supervisory authority, and enforce work and personnel rules; maintain detailed official City files and records; perform secretarial duties and oversee office clerical and administrative procedures.

Skill in safe operation and care of: computer or network work station, together with generic business productivity, specialized data management and financial software compatible with that installed; various common office equipment.

Director of Personnel

Department Head